



TOWN OF CONCORD  
NATURAL RESOURCES COMMISSION  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3285 FAX (978) 318-3291

## Amendment Request Submission Checklist

### To Request to Amend an Existing Order of Conditions:

A complete package of the following must be submitted by close of business (4:30 p.m.) no later than two weeks prior to the scheduled meeting of the Natural Resources Commission (NRC):

- ☐ **Seven** copies of a Request to Amend letter describing proposed change.
- ☐ **Seven** copies of revised plan showing proposed change. For more information see the Minimum Plan and Submission Requirements Policy.
- ☐ **Two** copies of a certified abutters list (one **original**/one copy). This must be obtained from the Assessor's Office. Please note that certified abutters lists expire 3 months from date of issue.
- ☐ Evidence of **mailing** (Certified Mail and Return Receipt) of **notification to abutters**. **Return receipt green cards** must be submitted at or before the hearing.

Although no fee is required for an Amended Order of Conditions, a legal notice is required. The Division of Natural Resources (DNR) will submit the legal notice to the Concord Journal and you will be billed directly by the Journal for the cost of the legal notice.

### Process

The NRC will hold a public hearing on your Request to Amend. You will need to present your Request to Amend to the Commission on the night of the hearing. If the NRC agrees to issue an Amended Order, they will discuss any additional special conditions to the Order. After the meeting, a draft Amended Order will be prepared and voted on at the next scheduled NRC meeting. After the vote, the Amended Order is typically issued by the DNR office on the Friday after the meeting. Amended Orders are typically sent certified mail to the Applicant; please contact the office for other arrangements. You must record it at the Registry of Deeds for it to take effect before work begins and provide evidence of recording to the office. Please note that the Amended Order of Conditions does not extend the effective date of the original Order of Conditions; the Amended Order shall run with the 3-year term of the original Order of Conditions.